

WHS & HANMER SCHOOL BUILDING COMMITTEE

MINUTES – Monday, April 9, 2012

Present:

Committee Member Name		Present	Absent	Excused
	Christine Fortunato, Chairman	X		
	J. Edward Brymer Jr., Vice Chairman	X		
	Steven Barry	X		
	Daniel Camilleri	X		
	Frank Dellaripa			X
	Diane Fitzpatrick, Clerk	X		
	Peter Gardow	X		
Liaison Present	David Drake, Council Liaison			X
	Mike Turner, Staff Liaison	X		
Staff Present				
	Jeff Bridges, Town Manager			X
	Tim McDowell, Supt. Of Schools			X
	Mike Emmett, Asst Supt. School	X		
	Tom Moore, WHS Principal	X		
	Fred Bushey, Dir of Maintenance	X		
	Lori Schroll, Administrative Analyst - Engineering	X		
Guest Present	Rusty Malik, Quisenberry Arcari	X		
	Tom Arcari, Quisenberry Arcari			X
	Ken Biega, O&G			X
	Alan McIlveen			X

1. Call to Order:

Chairperson Fortunato called the meeting to order at 6:36 PM in the Teacher's Lounge at Wethersfield High School, 411 Wolcott Hill Road.

2. Public Comments:

No comments- no one from public present.

3. Minutes of March 12th meeting:

Motion by Ed Brymer, seconded by Diane Fitzpatrick to approve the minutes of March 12, 2012 meeting as presented. All present voted in favor. Steve Barry abstained.

4. Chairpersons Report

Chairperson Fortunato reported that she, along with Fred Bushey, Mike Turner and Tim Howes attended training by CREC on School Building Committee Meeting Procedures (copies of the materials were passed out to the committee). Chairperson Fortunato was looking for information on building committees and how they are set up. This committee is assigned by Council and is not a standing committee.

Discussion: Project Management:

Chairperson Fortunato relayed that at the CREC training they were encouraging having both a Construction Manager and a Project Manager, adding that a Project Manager would also cost another 3% in fees. Discussion followed on what the different functions and roles of architect/CM/PM and staff? Diane Fitzpatrick and Ed Brymer do not support having a Project Manager; they stated if you have the right Construction Manager, it isn't needed. Members Barry and Brymer agreed it would be redundant and not fiscally responsible. Chairman Fortunato asked Asst Superintendent Emmett why the Board of Education wanted one, he said that they wanted a high level of supervision on the budget and wanted to make sure the project went according to plan. Also, it would be an additional level of accountability so there will be no oversights. Discussion continued on whether it would be feasible to have one person devoted to this project to handle the bills and payment timelines. The Committee requested the Town Manager let them know how the project is going to be financially managed, and does Town have sufficient staff or do they need to hire someone.

The question was asked at what point do we bring the Construction Manager on, it was decided if the Referendum passes it should happen right after that. Rusty stated that it would be beneficial if the Construction Manager be on board to help set the budget. He would want to see 3 estimates, one for each the Schematic Design, the Preliminary Design and then 50% of the Construction Design. The State wants a lot of the detail up front.

5. Contract Work Group Report:

Diane Fitzpatrick reported that the group has met. It was asked if a RFP/RFQ can be out before the Referendum, the Town Manager advised against it as this could be construed as influencing the vote. The committee did not favor CM at risk. Staff is to provide draft RFP for the committee to review and modify.

The committee stated they would like to have a monthly or quarterly financial statement so that they have a regular accounting of project expenses. It was discussed the importance of having the Building Official and the Fire Marshal as regular members of the team and that there should always be at least one Building Committee member in attendance at the construction meetings including design and preconstruction, along with local officials.

6. Next Steps: Referendum Passage or Rejection and Adjustments to Timeline:

If the Referendum passes the next step is to get a RFP/RFQ ready to go for the next meeting.

If the Referendum fails, the Board of Ed and the Town Council will have to determine the next steps and advise the Committee. June 12 is potential next referendum date if required.

7. Invoices

No Invoices were outstanding.

8. Other Business

Rusty Malik informed the committee about LED Lighting and how it is becoming more comparable to fluorescent lighting. He went on to say for 10% more in additional cost up front LED uses 1/3 less consumption than fluorescent lighting, there is 60,000 hours of light lamp and it has dimming capabilities. The cost of the fixtures is approximately \$180.00 and there may be a CL&P Rebates. He wanted the Committee to consider this when the design goes forward.

Tom Moore noted the report on the accreditation inspection has been received but the Board of Education hasn't heard the findings yet so he really couldn't discuss it. He did note conditional accreditation was received, and the HS building condition was not looked upon favorably.

Mike Turner passed out information on Design Options from Jeff Bridges.

It was agreed there will be an additional meeting on Monday April 30th at 6:30 p.m. to go over the results of the Referendum.

Chairperson Fortunato requested the Town Manager email her and the committee the referendum results that evening.

8. Adjournment:

Motion made by Dan Camillere, seconded by Ed Brymer to adjourn.
All members voted in favor. Meeting adjourned at 9:06 PM.

I hereby certify that the above is a true copy of the minutes approved by the High School & Hanmer Building Committee.

Diane Fitzpatrick, Clerk